

Preparing for Retirement

If you are considering retirement, there are several actions that you should take in preparation for leaving Federal service. First, you should review your Official Personnel Folder to ensure that your service history is complete. Should there be any inaccuracy, or the potential to make a deposit of creditable service, our specialists will assist you with that process. This process can take several months to complete, depending on the circumstances, so please plan ahead and do not wait until the last minute to take action.

Next, you may request an [annuity estimate](#) run by one of our retirement specialists. Please keep in mind that our staff resources are limited. The top priority for our retirement specialists is to ensure that employees' retirement paperwork is completed, processed, and submitted in a timely manner to facilitate punctual payments. Estimates are prepared on a first-come-first-served basis. Please understand that we cannot honor multiple requests.

You should plan to submit your Application for Retirement paperwork to our office 30 to 45 days prior to your targeted retirement date. Our specialists will be happy to go over these documents with you and answer any questions that you may have.